



Petty Cash Policy

Reference Number:	3.13
Type:	Council
Category:	Corporate Services
Relevant Community Plan Outcome:	<ul style="list-style-type: none">• Be bold and innovative in our practices, leadership and decision making.• Adaptive and sustainable management of the City's finances.
Responsible Officer(s):	Manager Financial Services
First Issued/Approved:	July 1996
Minutes Reference:	CoS 4/02/2019, Item 3.6
Last Reviewed:	February 2019
Next Review Due:	February 2021
Applicable Legislation:	Local Government Act 1999 Local Government (Financial Management) Regulations 2011
Related Policies:	
Related Procedures:	Petty Cash Procedure

1. Purpose

This policy seeks to provide guidance on the operation of the petty cash system for the organisation for all staff.

2. Scope

This policy includes staff obligations for the use and administration of petty cash.

3. Policy Statement

Council will operate a Petty Cash system throughout the organisation for expense reimbursement only. Cash advances are not permitted. A limit of \$100, including GST shall apply for each transaction.

Approval of vouchers shall be in accordance with Council's delegated authority.

Petty cash vouchers are subject to Council's Procurement Policy and as such require signature by an Authoriser delegated under that Policy.

For purchases greater than \$20, including GST, regardless of delegated authority limits, the signature of the supervisor and their relevant authorisation code is also required.

An audit of petty cash floats will be undertaken at least annually.

The use of petty cash floats must have the approval of the Manager Financial Services or Strategic Management Accountant.

All responsible officers who administer petty cash must ensure they are fully aware of their responsibilities for safeguarding petty cash and have read and understood the petty cash procedures.

4. **Definitions**

N/A